



New Event Policies

1:1 – GENERAL

- An event must be registered. Unless stated otherwise.
- An event needs all required details to be filled out correctly.

1:2 – REGISTERING

- A serial number is required to identify a registered event. If the event isn't registered DONOT use a serial number.
- Always have editors name and date of birth.
- An applicant needs to over the age of 13 years to successfully register an event without parental recommendation.
- Form 1 applicants are required to sign the legal document and send it via fax, post or email.
- New Event Manager will require the user to enter in the correct integer shown and click continue as you are agreeing that you are not a machine.
- Users using New Event Desktop are reminded that these events will now be discarded from approval.
- New Event Manager Will automatically assists the user in the dates with internal windows opening inside the program. New Event advises you use these windows as the New Event operations manager will disregard any events with the wrong date/time or event type strings.

1:3 – CANCELLING

- A cancelled an event the day before its planned operation date CANNOT be reinstated back.
- A cancelled event must have the event details attached along with the reason for why the event was cancelled.
- DONOT keep repeatedly cancelling an event postpone the event until a final result is given by the registrant.
- A postpone event will come under the Event type string as "Event Regit", DONOT use "Cancelled" as a postpone event type.
- Events must be cancelled under any of the problems below. If not listed below you will require a detail report on the initial problem.
 - Weather
 - Time differentials
 - Equipment problem
 - Schedule problems
 - Registering problems

1:4 – APPROVAL

- Your registered event will commonly be approved within 24 hours please send an email address with the registry file (.NEVT) or write your email address on the form document.
- A failed event will mean that you either didn't fill in the necessary details or your event couldn't be processed for a particular reason.